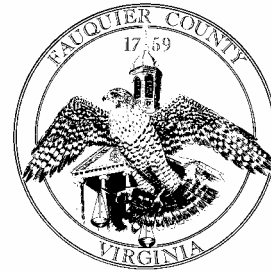


# Memorandum



**TO:** Distribution List  
**FROM:** Bryan Tippie, Budget Director  
**DATE:** May 22, 2003  
**Re:** Minutes of the May 15, 2003 Finance Committee Meeting

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Committee Members present: Ray Graham (Not present: Ms. McCamy)

The Finance Committee met on May 15, 2003, at 2:00 p.m. in the 4th Floor Conference Room of the Court and Office Building. This document reflects the official minutes of that meeting.

**County Treasurer's Report:** Beth Ledgerton presented the Treasurer's Report for the Finance Committee's consideration.

**County Attorney's Report:** Paul McCulla discussed delinquent tax related litigation actions of the County.

## **Consent Agenda**

### **Supplemental Appropriations:**

The following supplemental appropriations were approved for forwarding to the Board of Supervisors for their consideration unless otherwise noted.

#### **FY 2003**

1. **Sheriff's Office - \$26,998**
  - a. \$5,115 from insurance proceeds for a damaged motorcycle was approved for appropriation .
  - b. \$10,472 in Federal funds was approved for appropriation for costs incurred during the sniper incident.
  - c. \$11,411 from School non-appropriated funds was approved for appropriation to provide security for school activities.

#### **FY 2004**

2. **Community Development - ~~\$10,427~~ \$68,568**

Due to the short time remaining in FY 2003, this action was revised for a full time permanent Engineer Position, Grade 39 (salary and benefits \$60,000), and approved for \$68,568 effective July 1, 2003 (FY 2004). Funding support is from Community Development fees.

**Regular Agenda**

**Supplemental Appropriations:**

**FY 2003**

- 1. Clerk of Circuit Court - \$150,838**  
\$150,838 from Clerks Office revenue was approved for appropriation for the Land Records Automation system as part of the e-government initiative. The remaining \$39,162.87 required for the system was approved as a transfer (see below).
- 2. Fire and Emergency Services – \$87,657**  
\$87,657 (previously approved by the Public Safety Committee) for cardiac defibrillators, testing unit and filter masks was approved for appropriation from the Fire and Emergency Services Fund Balance.
- 3. County Administration - \$400,000**  
\$400,000 was approved for appropriation from the Utility Fund to the Fauquier Housing Corporation for the Botha Project. Funds will be provided to expedite construction and to ensure access to Federal grant funds. The Utility Fund will be fully repaid upon completion of the last house.
- 4. Fire and Emergency Services - \$26,174**  
\$26,174 from Federal funds was approved for appropriation for gas detection meters which measure the level of gas in an area.
- 5. Board of Supervisors - \$40,000**  
\$40,000 from the Contingency Reserve was approved for appropriation to assist the Town of Warrenton in the renovation of the Mosby House. This action was taken to enhance tourism to the County.

**Transfers:**

- 1. Clerk of Circuit Court - \$39,162.87**  
\$39,162.87 was approved for transfer from completed Capital Improvement Programs to the Land Records Automation System project. Funding will be in addition to the supplemental appropriation indicated above.
- 2. Airport - \$440,000**  
\$440,000 was approved for transfer within the Utilities Fund to provide a sewer system for the airport and surrounding industrial properties. County funds will be repaid over a one to two year period from connection fees.
- 3. Board of Supervisors - \$3,500**  
\$3,500 from the general fund was approved for transfer to the Fauquier Community Theater. Funds will pay for local property taxes in order that the organization can be classified a non-profit organization.

**Finance:**

Health Insurance – Janice Bourne, Finance Director, provided the monthly health insurance report. The costs for the year through April is \$7.2 million. Total expenditures are 21.6% above the same time last year. Expenditures for April were approximately \$820,000.

Fund Balance Policy – Janice Bourne also briefed on the proposed Fund Balance Policy. Included was a supporting document providing information on the fund balance targets for other Virginia localities. A minimum fund balance range of 10% to 13% is being recommended. After discussion on this issue the Finance Committee Chairman directed that a Board of Supervisors work session be scheduled for June on the fund balance policy.

**Budget Office:**

Bryan Tippie, Budget Director, discussed the following issues:

Year End Transfers and Supplemental Requests – Pointed out that departments and agencies had been informed that next month will be the last opportunity for FY 2003 budget adjustment requests.

Lord Fairfax Community College (LFCC) Construction - A work session on May 19, 2003 is scheduled on this issue. A spreadsheet was presented showing a county prorated funding breakdown for all projects. The prorating is by county based on the number of students enrolled from that county.

Financial Impact Model Status - The Board of Supervisors previously approved the funding for the Financial Impact Model. The procurement process has identified the highest rated vendor. Actual costs and project time lines will be negotiated with the approved vendor.

Revenue Status – The Revenue Committee has estimated that an additional \$1.2 million above revised budget is projected for FY 2003.

4% Merit Pay Funding Option - \$170,000 needed to increase the original 3% Merit Pay for Performance Plan to 4% was identified from a combination of internal budget adjustments and projection of increased revenue. A revised resolution will be presented at the Board of Supervisors meeting on May 19, 2003 for their consideration.

**Agriculture:**

Purchase Development Rights (PDR) – Peter Mitchell, Agriculture Department, and Bryan Tippie, Budget Office, discussed with the Finance Committee funding options for the PDR program and time frames for payments. After a lengthy discussion, the Finance Committee Chairman directed a Board of Supervisor work session be scheduled in June on the issue.